

# CBP OFFICER (PRECLEARANCE)

DEPARTMENT OF HOMELAND SECURITY

Customs and Border Protection

## Overview

### Open & closing dates

🕒 10/20/2016 to 10/28/2016

### Salary

\$62,101 to \$80,731 per year

### Pay scale & grade

GS 12

### Work schedule

Full-Time - Full Time

### Appointment type

Permanent

## Locations

6 vacancies in the following location:

### Vancouver, Canada

6 vacancies

### Relocation expenses reimbursed

Yes Relocation expenses will be paid in accordance with the Federal Travel Regulation limits and agency policy.

## This job is open to



### Federal employees

Current or former competitive service employees, including:

- Merit promotion
- Career Transition (CTAP, ICTAP, RPL)
- Transfer

**Announcement number**

MHPCROB-1825866-IC

**Control number**

453444100

## Duties

### Summary

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resiliency to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Discover a challenging and rewarding career in CBP, the sole organization responsible for securing the nation's borders. At U.S. Customs and Border Protection, we:

- Screen passengers, vehicles, and shipments entering our country
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, please see <http://www.cbp.gov> (<http://www.cbp.gov>)

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Joining the Customs and Border Protection Office of Field Operations will allow you to use your expertise to detect and prevent terrorists and instruments of terror from entering the U.S. This position starts at a salary of \$62,101 (GS-12). Apply for this exciting opportunity to strengthen homeland security by performing law enforcement activities related to inspection, intelligence analysis, examination, and interpretation of laws and regulations.

**Who May Apply:** Current U.S. Customs and Border Protection employees with competitive status.

- For definitions of terms found in this announcement, please see [http://www.dhs.gov/xabout/careers/gc\\_1303762131481.shtm](http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm) ([http://www.dhs.gov/xabout/careers/gc\\_1303762131481.shtm](http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm))

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**Organizational Location:** This position is located within U.S. Customs and Border Protection, Office of Field Operations, Preclearance Division, Vancouver, Canada.

One or more selections may be made using this job opportunity announcement. Further selections may also be made for additional organizational divisions and/or units within the duty location(s) listed above.

### Responsibilities

In this position you will become a key member of a team of homeland security professionals responsible for detecting and preventing terrorists and instruments of terror from entering the U.S. Typical work assignments include:

- Performing a wide range of inspections on passengers and passenger-related issues i.e. intelligence analysis, baggage examination, admissibility of aliens, and law enforcement activities relating to arrival and departure of persons, conveyances, and merchandise at Ports of Entry.
- Identifying potential terrorists and instruments of terror and perform layered enforcement activities relative to counter-terrorism

- Preventing the entry of terrorists and instruments of terror, harmful pests and diseases, illegal drugs and contraband, and illegal aliens and importations/exportations contrary to law and trade agreements, etc., from entering/exiting the United States.
- Interpreting the laws and regulations of a broad range of Federal, state, and local agencies relating to the admissibility of people, cargo, and conveyances

## Travel Required

Occasional travel - This position may also require extensive travel for extended timeframes.

## Supervisory status

No

## Promotion Potential

12

## Who May Apply

### This job is open to...

Current U.S. Customs and Border Protection employees with competitive status.

Questions? This job is open to 1 group.

## Job family (Series)

[1895 Customs And Border Protection](https://www.usajobs.gov//Search/?j=1895)  
(<https://www.usajobs.gov//Search/?j=1895>)

# Requirements

## Conditions Of Employment

- You must be a U.S. Citizen to apply for this position
- You may be required to pass a background investigation and/or polygraph
- Males born after 12/31/1959 must be registered with Selective Service
- You may be required to pass initial and random drug testing
- You and your dependents must pass a State Department medical examination
- You and your dependents must obtain a valid passport
- You must obtain a valid driver's license

**Education Allowance:** Payment for most actual costs of education for each dependent is determined by the Department of State and are subject to change.

**Living Quarters Allowances (not payable if claiming temporary lodging allowance):** Employees receive payment of an annual tax-free quarters' allowance for housing while in a Preclearance station. This allowance is intended to cover the cost of suitable, adequate living quarters for the employee and his/her family plus the cost of heat, light, fuel, gas, electricity, and water; however, at some duty stations government subsidized housing is provided.

**Temporary Lodging Allowance (not payable if claiming living quarters allowance):** A temporary lodging allowance is a tax-free quarters allowance that is granted to you for the reasonable cost of temporary quarters, which are incurred by you and your family for a period not to exceed (1) 60 days after first arrival at a new post in a foreign area, or a period ending with the occupation of permanent quarters, if earlier; and (2) 30 days immediately preceding final departure from the post subsequent to the necessary vacating of residence quarters.

If you are not a current GS-1895, and you are selected, you will have to meet the following medical/physical standards:

**Physical and Medical Requirements:** Because the duties of the position are of a strenuous nature and require a high degree of interaction and responsibility to the public, you must undergo and successfully pass our medical screening

process. We will schedule, provide and pay for the required basic medical examination. For more information, go to [http://www.cbp.gov/sites/default/files/documents/cbpo\\_drug\\_test\\_3.pdf](http://www.cbp.gov/sites/default/files/documents/cbpo_drug_test_3.pdf) ([http://www.cbp.gov/sites/default/files/documents/cbpo\\_drug\\_test\\_3.pdf](http://www.cbp.gov/sites/default/files/documents/cbpo_drug_test_3.pdf))

**Physical Fitness Screening:** Due to the strenuous nature of the CBP Officer duties and the associated training programs, fitness tests have been developed and will be used to screen candidates for CBP Officer positions. Candidates will be required to pass 2 pre-employment fitness tests. For more information on the requirements and a 6-week **readiness program** designed to assist you in achieving a level of physical fitness that will help you successfully pass the CBP fitness tests, **please see the following links:** <http://www.cbp.gov/careers/join-cbp/which-cbp-career/cbp-officer> (<http://www.cbp.gov/careers/join-cbp/which-cbp-career/cbp-officer>) and **Pre-Employment Fitness Test-1 Physical Readiness Program** ([http://www.cbp.gov/sites/default/files/documents/CBPO\\_PFT-1\\_PhysicalReadinessProgram.pdf](http://www.cbp.gov/sites/default/files/documents/CBPO_PFT-1_PhysicalReadinessProgram.pdf))

## Qualifications

You qualify for this position if you are currently serving or have served as a full-time permanent GS-12 with U.S. Customs and Border Protection (CBP) and are currently serving or have served in the 1895 series within the last five years. Your experience must demonstrate responsibility in performing the full range of CBP Officer duties. This experience must include applying a comprehensive range of Federal laws, rules, regulations and procedures relating to inspection, inspection-related investigations and compliance activities governing the admission of travelers or the import/export of cargo in and out of the United States.

**This is a Reassignment Opportunity Bulletin:** You must be currently serving or have served as a full-time permanent GS-12 with U.S. Customs and Border Protection (CBP) and are currently serving or have served in the 1895 series within the last five years in order to qualify under this Bulletin. If you are currently serving in the 1895 series as a GS-13 or higher or have done so within the last five years and are willing to take a change to lower grade, you will also be considered for this position. This position will be filled through reassignment on a permanent basis through time-limited rotational assignments with a minimum tour of two years. At the end of the reassignment, you will be returned to a position at the same level as this Preclearance position. At the discretion of management the assignment may be extended for additional periods, up to a maximum of five-years. You may be returned at any time to your former position or to a different position of equivalent grade and pay as this Preclearance position.

**Age Requirement:** Pursuant to Public Law 110-161, this position is covered under enhanced retirement provisions for Customs and Border Protection Officers which allows for the imposition of a maximum age requirement. In accordance with Department of Homeland Security Directive 252-08, the day before an individual's 37th birthday is the maximum age for original appointment to a position as a Customs and Border Protection Officer. Therefore, Candidates must be referred for selection before reaching their 37<sup>th</sup> birthday.

**\*\*NOTE:** The Commissioner of CBP has approved a temporary increase in the maximum allowable age for original placement into a CBPO position; therefore, candidates must be referred for selection before reaching their 40th birthday.\*\* This measure will increase the statutorily mandatory retirement to an age of up to 60 to allow individuals the opportunity to complete 20 years of Enhanced Customs and Border Protection service (See U.S.C 8425 (b)(1) and 8335 (b)(1)).

Creditable law enforcement officer service covered by Title 5 U.S.C. 8336(c) or Title 5 U.S.C 8412(d), or Customs and Border Protection Officer service under Public Law 110-161 may be applied toward the maximum age requirement.

This age restriction may not apply if you are currently serving as a CBPO covered by Public Law 110-161.

**Veterans' Preference Eligibility-** To ensure compliance with statutes pertaining to the appointment of preference eligible veterans as determined by the Merit Systems Protection Board in its recent decision *Isabell v. Dept of State*, the maximum age for original appointment articulated above shall not apply to the hiring of individuals entitled to veterans' preference eligibility under 5 U.S.C. § 3312.

**Firearms Requirement:** Although firearms are not required for a Preclearance position, return to service in the United States after you have completed your Preclearance tour would require you to carry a firearm. Maintaining firearm proficiency is also mandatory. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment.

**Uniform:** This position requires you to wear an officially-approved uniform while in a duty status.

**Shift Work/Overtime:** You will be required to work on a shift and rotational basis and perform substantial amounts of overtime.

**Home Leave:** In addition to annual leave, you will earn five, ten, or fifteen days home leave on each two year assignment depending on your foreign post assignment and the post differential rate. This leave is granted to you when you have your Preclearance assignment extended for another tour and is to be used between tours. The Government pays your per diem and transportation expenses from your post of duty in a Preclearance station to your former official residence in the United States. In addition, it also pays for the transportation expenses of your dependents that accompany you on home leave to your residence in the United States.

You must:

- Meet all qualification requirements, subject to verification at any stage of the application process; and
- Meet all applicable Time in Grade requirements (current Federal employees must have served 52 weeks at the next lower grade or equivalent grade band in the Federal service) by Friday, October 28, 2016.

## Education

**Physical and Environmental Conditions:** The work environment includes offices, aircraft operation areas, airline passenger and cargo areas, rail passenger processing areas and marine docks. Periods of outdoor work may be required in snow, rain, or extreme heat. Occasional periods of outdoor work may be required in remote areas with no modern comfort facilities. The work may involve the use of toxic chemicals, pesticides and fumigants. Protective clothing may be required such as hard hats, gloves, goggles, hearing protection and respirators.

**Tour of Duty:** The tenure of Customs and Border Protection (CBP) employees in Preclearance (PC) is limited to a total of 5 years. This includes a 2 year tour of duty, one 2 year extension, and an additional 1 year extension. Employees who have not served 5 years at a domestic duty station, subsequent to their initial overseas tour of duty, should not be considered for a second tour of duty in any foreign assignment.

**Annual Leave Accumulation:** Employees assigned to Preclearance ports may carry over 360 hours of annual leave to the next leave year (as opposed to 240 hours).

**Return Rights:** If the employee does not wish to return to his or her originating location, the employee will identify five (5) locations in priority order to which the employee prefers to be reassigned. This list may contain locations identified by Port, Field Office or combination of both. The returning employee will be placed at one of the requested locations where there is a vacancy from their prioritized list. If there are no vacancies at any of the locations provided by the employee in their prioritized list, the employer will provide the employee a list of 5 locations within the field office (s) of the employees prioritized duty locations where they may choose to be reassigned due to a current vacancy (as identified by the field office). Absent placement via this process, the employee will be returned to their home port.

## Additional information

**Background Investigation:** Customs and Border Protection (CBP) is a federal law enforcement agency that requires all applicants to undergo a thorough background investigation prior to employment in order to promote the agency's core values of vigilance, service to country and integrity. During the screening and/or background investigation process, you will be asked questions regarding any felony criminal convictions or current felony charges, the use of illegal drugs (i.e., marijuana, cocaine, heroin, LSD, methamphetamines, ecstasy) and the use of non-prescribed controlled substances including any experimentation, possession, sale, receipt, manufacture, cultivation, production, transfer, shipping, trafficking, or distribution of controlled substances. Entry into this position may require that you successfully pass a polygraph examination. For more information, please see: <https://www.cbp.gov/careers/join-cbp/which-career/apply/background-investigation> (<https://www.cbp.gov/careers/join-cbp/which-career/apply/background-investigation>).

**Probationary Period:** Current and former federal employees may be required to serve or complete a probationary period.

This position is covered under the bargaining unit.

CBP uses E-Verify, an Internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about E-Verify here, <http://www.uscis.gov/e-verify> (<http://www.uscis.gov/e-verify>), including your rights and responsibilities.

Every individual receives a fair opportunity throughout the Federal recruitment and hiring process. To learn more, click on the link [https://hru.gov/Studio\\_Recruitment/tools/Mythbuster\\_on\\_Federal\\_Hiring\\_Policies.pdf](https://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf) ([https://hru.gov/Studio\\_Recruitment/tools/Mythbuster\\_on\\_Federal\\_Hiring\\_Policies.pdf](https://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf))

Follow U.S. Customs and Border Protection on Twitter [@CustomsBorder](https://twitter.com/#!/customsborder) (<https://twitter.com/#!/customsborder>)

Please view the video "Protecting America 24/7" to learn more about CBP's Office of Field Operations: [http://cbpapps.cbp.dhs.gov/ofo/2011/protecting\\_america/pro\\_america.wmv](http://cbpapps.cbp.dhs.gov/ofo/2011/protecting_america/pro_america.wmv) ([http://cbpapps.cbp.dhs.gov/ofo/2011/protecting\\_america/pro\\_america.wmv](http://cbpapps.cbp.dhs.gov/ofo/2011/protecting_america/pro_america.wmv))

## How You Will Be Evaluated

We will review your resume and supporting documentation to ensure you meet the basic qualification requirements. If you meet the minimum qualifications, your experience, education and training will be rated using an online self-assessment questionnaire that is based on the competencies or knowledge, skills, and abilities listed below.

If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview. To preview the job questionnaire, see [View Occupational Questionnaire](https://ApplicationManager.gov/Questionnaire.aspx?ID=5881712&PreviewType=Questionnaire) (<https://ApplicationManager.gov/Questionnaire.aspx?ID=5881712&PreviewType=Questionnaire>)

### **Knowledge, Skills, Abilities and Other Characteristics (KSAOs):**

Candidates who meet the minimum qualification requirements are required to possess certain Knowledge, Skills, Abilities, or Other Characteristics (KSAOs) to successfully perform the functions of this position. Candidates will be asked to demonstrate their attainment of these KSAOs in their resume. The KSAOs are:

- Knowledge of U.S. Customs and Border Protection laws, regulations, and precedents, as well as CBP Officer processes, techniques, activities and law enforcement procedures.
- Ability to apply statistical processes to develop sophisticated analysis.
- Ability to communicate effectively, both orally and in writing.

## Background checks and security clearance

### Security clearance

[Public Trust - Background Investigation](https://www.usajobs.gov/Help/fag/job-announcement/security-clearances/) (<https://www.usajobs.gov/Help/fag/job-announcement/security-clearances/>)

## Required Documents

- **Your resume:** A resume describing your job-related qualifications is required and will be used for the purpose of reviewing your qualifications and determining what training, if any, would be required when placed. Your resume must be in English and must include your job titles and a detailed description of your duties and the dates you performed them (MM/YY). Your resume should also contain your full name, address, phone number, email address, and your work schedule and salary. Your resume should also contain your full name, address, phone number, email address, and salary. NOTE: Resumes stored on USAJOBS will not automatically carry over to this announcement.
- **Your responses to the job questionnaire** [View Occupational Questionnaire](https://ApplicationManager.gov/Questionnaire.aspx?ID=5881712&PreviewType=Questionnaire) (<https://ApplicationManager.gov/Questionnaire.aspx?ID=5881712&PreviewType=Questionnaire>)

- **Veterans preference points are not applicable to Merit Promotion announcements;** veteran's documentation is requested only to verify eligibility under the Isabella Decision to waive the age requirement. *To learn more click on the link <http://www.fedshirevets.gov/job/vetpref/index.aspx> (<http://www.fedshirevets.gov/job/vetpref/index.aspx>)*.
- **Age Requirement Waiver Documents: Applicants who do not meet the age requirement but are entitled to veteran's preference eligibility under 5 U.S.C. § 3312 must submit the following documents to verify their claim:**
  - DD 214 (Member Copy 4-reflecting qualifying medal(s) or service period)
  - If you are a veteran with a service-connected disability: A VA Disability Award letter dated 1991 or later.
  - If you are currently serving on active duty: you must submit a written statement of service from your unit identifying the branch of service, period(s) of service, type of discharge, campaign badges or expeditionary medals earned, and the date you will be separated or be on approved terminal leave. If you supply a statement of service at this stage, your preference will be verified by a DD 214 (Member Copy 4) upon separation from the military
- You may be asked to provide a copy of your recent performance appraisal and/or incentive awards. Consideration will be given to performance appraisals and incentive awards as an indicator of quality of prior experience, no points will be assigned.

**Please upload your resume** under "Resume" and any other applicable supporting documents mentioned above under "Other" documents. "Other" documents may not be applicable for each applicant, but should be utilized if you are submitting a SF-50 for proof of federal service, veterans documents for eligibility, transcripts for qualifications, etc.

**It is your responsibility to verify that any information entered, uploaded, or faxed is received and is accurate.** Human Resources will not modify or change any part of your application. If a document is not legible, you will not be able to view it in your application and you must again upload or fax it by the closing date.

### **If you are relying on your education to meet qualification requirements:**

You **MUST** submit a copy of your transcript if you want to substitute your education for experience. If you claim qualifications based on education, and do not submit a transcript, your education will not be used in making a qualification determination and you may be found "**not qualified**".

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education.](http://www.ed.gov/admins/finaid/accred/) (<http://www.ed.gov/admins/finaid/accred/>)

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## **Benefits**

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407)  
(<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/)  
(<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/)  
(<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)



DHS offers competitive starting salaries and an attractive benefits package, including: health, vision, dental, life and long-term care insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, Employee Assistance Program, personal leave days and paid federal holidays. Other benefits may include: flexible work schedules, telework, tuition reimbursement, transportation subsidies, uniform allowance, health and wellness programs, and fitness centers. DHS is committed to employee development and offers a variety of employee training and development opportunities. For more information, please go to [www.dhs.gov/careers](http://www.dhs.gov/careers) (<http://www.dhs.gov/careers>) and select "Benefits".

**Primary Position: Pursuant to Public Law 110-161, this position is a primary position covered under enhanced retirement provisions for Customs and Border Protection Officers.**

This position meets the criteria defined in the Fair Labor Standards Act (FLSA) as an exempt position. Therefore, while serving in this foreign duty location, the FLSA code will be categorized as "Exempt". Exempt employees receive an overtime rate defined under Title 5 rather than that defined under FLSA. For more information on Title 5 pay, please see the following link: <http://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/overtime-pay-title-5/> (<http://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/overtime-pay-title-5/>)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

## How to Apply

To begin your online application, click "**Apply Online**" to create a USAJOBS account and follow the prompts or log in to your existing account. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials, including transcripts, must be in English.

We strongly encourage you to apply online. If you cannot apply online, you may fax your resume, assessment questionnaire, and supporting documents to **(478) 757-3144** (#).

. You must print a copy of and document your responses to the assessment questionnaire [View Occupational Questionnaire](#)

(<https://ApplicationManager.gov/Questionnaire.aspx?ID=5881712&PreviewType=Questionnaire>)

using OPM Form 1203-FX [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf)

([http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf))


, and the official fax cover sheet: <http://staffing.opm.gov/pdf/usascover.pdf>

(<http://staffing.opm.gov/pdf/usascover.pdf>)

. Please include job opportunity announcement ID 1825866 and provide your SSN, name, and address using the exact name you used when you filled out the questionnaire. If you have uploaded documents into your application, you do not need to fax those same documents.

**Applications and supporting documentation will not be accepted by mail or email.** The address below is for inquiries only. You may apply more than once, but the most recent application is the only one that will be used. **You must submit your resume, your online questionnaire, and any supporting documents by 11:59 pm Eastern Time on Friday, October 28, 2016**

### Agency contact information

 CBP MHC Hiring

#### Phone

[\(952\)857-2932](tel:(952)857-2932)  
([tel:\(952\)857-2932](tel:(952)857-2932))

#### Address

CBP Minneapolis Hiring Center  
5600 American Blvd



**Fax**

(478)757-3144

Suite 700

Bloomington, MN

USA

**Email**

[CBPHIRING-APPLICANTINQUIRY@CBP.DHS.GOV](mailto:CBPHIRING-APPLICANTINQUIRY@CBP.DHS.GOV)  
(mailto:CBPHIRING-APPLICANTINQUIRY@CBP.DHS.GOV)

[Learn more about this agency](#)

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***Customs & Border Protection (CBP): Securing America's Borders***

**Next steps**

Once the job opportunity announcement has closed, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and interviews. You will be notified by email after each of these steps has been completed. Stay informed of changes to your application status by signing up for automatic email alerts at: <https://my.usajobs.gov/Account/NotificationSettings.aspx> (<https://my.usajobs.gov/Account/NotificationSettings.aspx>)

. If you are referred, you will receive a final notification of the disposition of the announcement. We expect to make a tentative job offer within 60 days after the close of the announcement. If you are selected, we may conduct a suitability/security background investigation.

## Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

**Equal Employment Opportunity Policy**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) office at OPM](https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/)  
(<https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/>)
- [Office of Equal Opportunity](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)  
([http://www.eeoc.gov/eeoc/internal\\_eeo/index.cfm](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm))

**Reasonable Accommodation Policy**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a Case-by-Case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)  
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
- [How to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/)  
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>)

## Legal and regulatory guidance

### [Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>)

### [Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>)

### [Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>)

### [Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>)

### [Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>)

### [New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>)